



## St. Charles Fire Department

*118 North Second Street*

*St. Charles, Mo 63301*

*Phone: 636-949-3253*

*Fax: 636-949-3298*

### **FIRE CONSTRUCTION PERMIT APPLICATION**

Date of Application: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**The above listed applicant hereby makes application for the following:**

☐ Fire suppression system installation/modification

☐ Fire alarm system installation/modification

☐ Installation or removal of above/underground storage tanks (please indicate # of tanks, size & contents)

Notes: \_\_\_\_\_

**Address of business where this application and scope of work listed above pertains:**

\_\_\_\_\_

**Upon receipt of proper paperwork, required permit fee and the Fire Marshal's approval your permit will be issued.**

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*Details regarding the above request must be filed when application is made and whenever requested by the Fire Marshal. It is the applicant's responsibility to ensure that conditions are in accordance with applicable State and Local fire regulations.*

**\*\*\* There is a required \$50.00 fee per fire system or \$25 per tank fee. This fee can be invoiced\*\*\***

**St. Charles Fire Department**  
**PERMIT REQUIREMENTS**

**FIRE CONSTRUCTION PERMITS**

**1. Sprinkler systems, hood systems and fire alarm systems.**

- Installation or modification of any of the above.
- Completed “Fire Construction” permit application.
- Plans/drawings should be submitted to the Fire Marshal’s office. Fire Marshal requests two extra sets of plans for City records.
- There will be a \$50.00 fee required (per system). This amount can and will be invoiced for payment if not included with the application packet.
- Upon completion of project please call the St. Charles Fire Department at 636-949-3250 to set up a time that the Fire Marshal can come out to witness a test of said system.

**2. Storage Tanks:**

- This will include installation or removal of above or underground storage tanks.
- Completed “Fire Construction” permit application.
- There is a \$25.00 fee (per tank) for install or removal that is required by the City of St. Charles. This amount can and will be invoiced if not included with the permit application.
- A \$10,000 Performance Bond is required to be filed with the City of St. Charles prior to occupancy by the owner/operator for new tank installations.
- Date of install or removal should be noted on the permit application.